

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
OCTOBER 29, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on October 29, 2001, at 1:00 p.m. Eastern Daylight Time (EDT). Dr. Fred Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the documents to be distributed at the NELAC-7i Conference.*

**INTRODUCTION**

Dr. Siegelman called the meeting to order after attendance roll call.

**APPROVAL OF MINUTES**

Dr. Siegelman has been away from the office for approximately five weeks and unable to review the past four meeting minutes. He will forward them to the Committee for comments and return edits to Anteon after approved by the committee.

**TOPICS OF DISCUSSION**

***NELAC-7i Conference***

Anteon announced that there had been changes to the NELAC-7i Conference sessions and that the revision to the brochure has been posted on the NELAC website.

Because registration is being solely done by check, money order or government Purchase Order only and through the U.S. Mail, meeting the conference registration deadline is of great concern to the committee members. Dr. Siegelman will contact Ms. Jeanne Hankins and Anteon will take this concern to the NELAC-7i planning committee for discussion to see if an alternative method or extension can be worked (i.e., on-line registration or credit cards).

### ***Comments on NELAC-7i Conference Agenda***

The committee discussed and agreed to the following Agenda:

#### **Morning Session**

- ISO 17025
- PBMS

#### **Afternoon Session**

- Asbestos
- Testing for Residual Chlorine in Microbiology Samples
- Filtration series and blanks
- Media Prep
- One Standard Calibration
- New and Reconditioned Instruments

Dr. Siegelman will finalize the timing of the agenda and deliver to Ms. Hankins and Anteon to meet the deadline of November 1, 2001.

#### **ADJOURNMENT**

There being no further business, Dr. Siegelman adjourned the meeting.

#### **NEXT MEETING**

The next meeting is scheduled for December 10, 2001.

**ATTACHMENT A**

**ACTION ITEMS**  
**QUALITY SYSTEMS COMMITTEE MEETING**  
**OCTOBER 29, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	<del>Ms. Casstevens will forward the proposed wording to all Quality Systems Committee members to review</del>	COMPLETE
2	<del>Members to forward any substantive issue NELAC Standards comments to Dr. Siegelman</del>	COMPLETE
3	<del>Dr. Siegelman will forward the NELAC Standards proposed language to Ms. Jeanne Hankins</del>	COMPLETE
4	NELAC-7i detailed agendas	11/01/01

**PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
OCTOBER 29, 2001**

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